



HEAD CASHIER

Announcement # ANNA 016-11

Salary: \$9.31 - \$17.59 p/h Series/Grade: NF 0530 02

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

LOCATION: ANNAPOLIS BLUE JACKET CAFE

OPENED: February 4, 2011

CLOSES: Open Till Filled

AREA OF CONSIDERATION: ALL SOURCES

FULL TIME – 40 HOURS PER WEEK

TO APPLY: Download forms on <https://www.cnic.navy.mil/NDW/About/Jobs/>

Submit ALL required forms to: Fleet and Family Readiness Program, Attn: HR Office, 47402 Buse Road - Bldg. 467, Patuxent River, MD 20670. *A résumé may be included with the required forms, but NOT in place the OF-612 and OF-306.* Direct inquiries to: 301-342-3653.

DUTIES AND RESPONSIBILITIES:

Collects and issues money bags, cash funds, and turn-in bags from sales clerks and locations. Receives, counts and verifies monies received with daily cash reports. Maintains log, and record movements of money bags. Assists in maintaining complete and systematic set of records on all cash transactions.

Assists supervisor on a daily basis in directing subordinates by answering questions, resolving problems which arise, training new employees and insuring the smooth flow of operations.

Checks to ensure the periodic procurement of supplies and equipment required for an efficient operation.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

A minimum of one year of experience involving responsible cash processing procedures and policies of MWR, and ability to provide leadership to staff members. Ability to operate a calculator, CRT (computer terminal or PC), and knowledge and application of business mathematics. Must be familiar with and understand MWR policies, orders and regulations relative to the work performed.

SPECIAL REQUIREMENTS:

National and state background checks are required for positions that involve working with youth programs.

Visit our web site: <https://www.cnic.navy.mil/NDW/About/Jobs/>

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

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